

14 December 1982

MEMORANDUM FOR: Headquarters Annex Committee Members

FROM: Chairman, Headquarters Annex Committee,
Fine Arts Commission

SUBJECT: Letter of Appreciation

1. Attached are the "First Phase" results of our work on improving the environment in which we work, the memo indicating my retirement of January 3, 1983, from the Agency and the Commission.

2. I would like to express my sincerest gratitude for the time and energy you've devoted to the initially successful attempts to improve our work environment. Thanks to people like you the health, morale and productivity of Agency employees will be enhanced.

3. Thank you for your support and may God bless all your efforts and fulfill your every want and desire. If you come to the Carribean, look me up (I'll be the one with the year-round tan!).



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17 NOV 1982

MEMORANDUM FOR: Chairman, Fine Arts Commission

FROM:

[REDACTED]

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SUBJECT: Headquarters Annex Committee Report

1. Attached is a list of problems in Annex facilities which are being addressed by this office. (U)

2. [REDACTED] do not come under Logistics Services Division (LSD) jurisdiction and therefore are not covered. (C)

3. Many of the problems not addressed; i.e., selection of wall art, paint accents, broken furniture, drapery, signs and clutter are matters which affect specific offices. It is the responsibility of administrators in those areas to cite funds, process requisitions, and initiate any other coordination that may be necessary. LSD will be happy to assist offices needing assistance. (U)

[REDACTED]

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Attachment

cc:

[REDACTED]

Distribution:

Orig - Adse

1 - OL/LSD Official

1 - OL/LSD Chrono

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OL/LSD

[REDACTED]

(17 Nov 82)

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WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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[REDACTED]

Key Building

The owner/manager and the Agency will be conferring on the floor tile and carpet tile. The asphalt tiles are separating from the floor and the manager says the carpet tile is causing the problem. We cannot replace the carpet tile until the asphalt tiles are repalced or reglued.

The Building Manager has agreed to improve the condition of the fourth floor Ladies Room.

Ames Building

Reception Room cubicles will be checked for light levels and if they are within GSA's 50 footcandles lighting criteria, they should not be increased due to energy conservation requirements.

Depot stock is being checked for availability of suitable furniture to be placed in the second floor lounges.

Central Building

The heating/cooling systems have been under repair several times in recent weeks. New air filters have been installed by GSA to alleviate the roof problem.

The steam leaks have been repaired and GSA will be requested to replace all damaged ceiling tiles.

East Building

The handrail on the Main Staircase was tightened. The area with loose tiles is now carpeted.

The air conditioner is the Men's Room drains into a set-tub. However, there are wash basins available for use in the same area.

South Building

With the exception of a fes areas of South Building, the building has been painted. A work order has been submitted to paint the remainder.

Overhead lights in the Ladies' Rooms have been replaced.

The building has recently been sprayed by an exterminator and GSA will be requested to provide a regularly scheduled vermin extermination program.

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[REDACTED]

The trash should not be left in the hall. This situation is probably the greatest cause of roaches in any food service area. SM&FB will provide a wheeled trash receptacle for Ogden's use.

The sink problem will be looked into to see if the problem justifies the expense. Larger and/or additional trash receptacles will be placed in the bathrooms.

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[REDACTED]

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[REDACTED]

The heating/cooling problem will be surveyed by GSA and

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[REDACTED] is being asked to provide a clean rug in the entry area.

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[REDACTED]

The owners have been requested to paint the corridors and Room 3H03.

SM&FB is working on the repair/replacement of the carpet in the D/L's Office and in corridors as required.

3 December 1982

MEMORANDUM FOR: Bruce T. Johnson
Chairman, Fine Arts Commission

STAT

FROM:

SUBJECT: Retirement

It is with a sense of accomplishment, satisfaction, and some sadness, that I hereby submit my announcement of retirement from the Agency and the Fine Arts Commission.

I have thoroughly enjoyed my tenure with the truly dedicated and professional fellow employees who gave of their time and energy to keep the Agency as one of the truly beautiful places to work.

I especially wish to acknowledge the quality of Fine Arts Commission Chairman under whom I have had the honor and privilege to serve.

Thank you for the opportunities and the challenges. I loved them all. I will miss you and the work of the Commission, and wish you all the very best for all that you give.

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